An MoD sponsored charity

**Application form for the post of:**

**WESTMINSTER HELP DESK ADMINISTRATOR – ARMY HQ, ANDOVER**

Name of Applicant:

Closing date:

4th August 2019

# PRIVATE & CONFIDENTIAL Please attach/insert a recent photograph here

|  |
| --- |
|  |

**Completing your application form**

* Please complete the application form, electronically, in full. It is an essential part of our selection process and the information you give will help us to select candidates for interview. Please note that you are not limited by the size of the answer boxes; they will expand. This is particularly important for sections 5 to 9.
* Please do not enclose a curriculum vitae (CV) as this will not be used as part of the short listing process.
* It is important that you complete the Personal Profile section. Please email your application to Martin Meek (HR@armycadets.com) by no later than 23:59hrs on Sunday 4th August 2019. We will comply with all applicable requirements of current data protection legislation including the Data Protection Act 1998 and the General Data Protection Regulation ((EU) 2016/679) (“GDPR”) in force from time to time and any applicable national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any replacement legislation in the UK to the Data Protection Act 1998 and the GDPR.

**The Army Cadet Force Association** - Charity no 305962.

|  |
| --- |
| **1. PERSONAL INFORMATION** |
| Title: MR/MRS/MISS/MS/DR/:  | First Names:  |
| Surname:  | Previous surname:  |
|  | Address for correspondence (if different) |
| Post code:  | Post Code:  |
| Tel no - day:  eve:  mobile: NI No.   | Email address:  |
| Dates if away on trips with alternative contact details:  |

* + *Some e-mail accounts (gmail and others) have high security settings so, to ensure we can respond to you, please make sure we are on your safe senders list*

## 2. OTHER EMPLOYMENT

|  |
| --- |
| Please note any other employment you would continue with if you were to be successful in obtaining this position. |

|  |
| --- |
| **3. EDUCATION AND QUALIFICATIONS** |
| ***Last school attended (secondary/college)*** | ***Dates*** ***(approx)******From To*** | ***A levels or equivalent******(+ dates awarded)*** | ***Grade*** |
|  |  |  |  |  |
| Other achievements/interests at school: |
| ***University or other Higher Education institution*** | ***Dates*** ***(approx)******From To*** | ***Degree and Awarding Body*** ***(+ dates awarded)*** | ***Class*** |
|  |  |  |  |  |
| Other achievements/interests at university: |
| **Other awards, qualifications and courses attended (please include any CPD)** |
| ***College, Education Centre or Institution*** | ***Dates*** ***From To*** | ***Award/Course Title and Qualification*** |
|  |  |  |  |  |

|  |
| --- |
| **4. EMPLOYMENT HISTORY**Please explain gaps between employments or between finishing training and first employment (see section 4). Please continue on a separate sheet if necessary. |
| ***Present/most recent employment and details of responsibilities. If you have more than one job/are involved in any other businesses please note this also.*** |
| Address: | Position held (full time/part time):  |
| Starting date: |
| Notice period (or leaving date):  |
| Responsibilities: |
| Current salary and package *(optional*  |
| ***Previous employment*** |
| Address: | Position held (full time/part time): |
| Starting date: |
| Leaving date: |
| Responsibilities: |
| Reasons for leaving: . |
| ***Previous employment (cont.)*** |
| Address: | Position held (full time/part time): |
| Starting date: |
| Leaving date: |
| Responsibilities: |
| Reasons for leaving:  |

|  |
| --- |
| **5. PERIODS WHEN NOT EMPLOYED**Please give details of unemployed periods and the reasons for them. |
| Start date | Finish date | Reason |
|  |  |  |

|  |
| --- |
| **6. PERSONAL STATEMENT** |
| *Please provide information below in support of how you meet the requirements on the Role of the Post & the Competency of the Individual in the advertisement. You should give examples to demonstrate this.*  |
|  |

Please tick as appropriate:

|  |
| --- |
| **67. FURTHER INFORMATION Yes/No**  (please delete as applicable) |
| Have you ever been convicted of a criminal act?(This employment is not covered by the Rehabilitation of Offenders Act 1974 and all convictions, cautions and bindovers must be disclosed) |  |
| Do you have any restrictions on taking up employment in the UK? | (if yes please answer the following questions) |
| * Do you require a work permit to be employed in this country?
 |  |
| * If you possess a work permit please give details
 |  |
| Do you hold a valid current driving licence? |  |
| Do you have any connection with The Army Cadet Force Association? If yes, please provide brief details below. |  |
| Are there any factors you would like taken into account when considering your application, including any special requirements?  |  |
| Are you able to fulfil the physical requirements of the role  |  |
| Is there any reason why you may not be suitable to work with children or vulnerable adults? If yes, please explain… |  |
| Have there been any Child Protection concerns/investigations about you in the past? If yes, please explain… |  |

|  |
| --- |
| **8. OTHER INFORMATION** |
| Please outline any hobbies, pursuits and interests outside your present job: |

|  |
| --- |
| **9. REFERENCES** |
| Please provide the names and contact details of two referees who can comment on your suitability for this post. One should be your current or last employer, or if you have not been employed, your college tutor. If you do not currently work with children, a reference will be required from your most recent employment involving work with children. References will not be accepted from relatives or those writing solely in the capacity of friends. |
| [n]\* Name:  | [y]\* Name:  |
| Address:  | Address: |
| Tel no:  | Tel no:  |
| Email:  | Email:  |
| Occupation:  | Occupation:  |
| Professional relationship to applicant:  | Professional relationship to applicant: |
| **IMPORTANT:** \*We may take up references for applicants before interview unless requested not to do so. Please indicate yes or no in the [ ], alongside the name. |

|  |
| --- |
| **10. DECLARATION & SIGNATURE** |
| I confirm that this information is, to the best of my knowledge, true and complete. \* I know of no reasons, on grounds of mental or physical health why I should not be able to discharge the responsibilities required by the post in question.\* I have not been placed on List 99, disqualified from work with children or vulnerable adults or subject to sanctions imposed by a regulatory body e.g. GTC\* I have no convictions, cautions or bindovers OR I attach details of my record in a sealed envelope marked confidential (NB including those regarded as “spent”: the post is exempt from the Rehabilitation of Offenders Act 1974)\* I understand that if successful I may be subject to enhanced clearance through the Disclosure and Barring Service.\* I understand that if I am currently working with children on either a paid or voluntary basis, my current employer will be asked about disciplinary offences relating to children, including any where the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing, for example); also whether I have been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure. If I am not currently working with children, I understand that my previous employer will be asked about those issues.\*I understand that providing false information is an offence and could result in my application being rejected, or in summary dismissal if I have been selected; also in possible referral to the police. \* I agree that the organisation may use the information contained on this form for the purpose of processing my job application and for any other legitimate purpose of the business. I release the Association and my referees from any liability caused by giving and receiving information.\* I understand that any offer of employment made by the Association will be conditional on verification of medical fitness. |
| Signed: …………… | Date: …………… |

|  |
| --- |
| The Army Cadet Force Association (ACFA) is an equal opportunity employer. Its policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits and abilities. All employees are given equal opportunities and, where appropriate, special training to progress within the Association. |

**For office use only**